AGENDA

1. Recommendation: DSD Counter Schedule (Leslie Gossen)

2. Discussion: Recommendations on improvements to discretionary process (Scott Molloy)

A. Implement a complete (cradle to permit) project manager model with a single project manager having complete control and authority over the project schedule and process (including over reviews by departments outside of DSD).

B. Revise the current deposit-based fee system for discretionary review to institute more accountability and control.
   (1) Require project manager approval before any staff person’s time can be billed to an account.
   (2) Limit the planners and staff that can charge to development projects to a defined list.
   (3) Convert deposit-based fees to fixed fees where possible (esp. engineering plan check and review).

C. Standardize the overhead rate charged by various city departments. Overhead rates are highly variable and lack transparency.

D. Move various disciplines involved in project review (fire, sewer, water, storm water, parks and planning review) back to DSD and move field engineering into DSD.

E. Reduce the number of reviewers and the amount of reviews per project. For example, engineering-related issues such as utilities, storm water, etc. should be handled by a single multi-disciplinary reviewer. Current and long-range planning reviews could also be consolidated.

F. Institute fee certainty for all projects. Give projects a complete estimate of all fees applicable to the project upfront and lock projects into a fee schedule for a defined period of time so that they are not subject to new fees or fee increases.

G. Move forward with outsourcing and expanding self-certification.